

*PERSONNEL AID* **SECRET**

DRAFT: 25 Mar 57

**I OBJECTIVE:**

The immediate personnel objective is to provide a program for the procurement, employment, processing, and entrance on duty of qualified specialized civilian reservists.

**II PERSONNEL SUPPORT:**

The Office of Personnel will coordinate and support this project in the following manner:

1. Acting upon requests for reserve units presented by operating components and allocating the number of positions authorized for each reserve unit.
2. Coordinating the administrative effort of the various support offices involved in the program.
3. Establishing tables of organization for reserve units.
4. Evaluating positions and assigning position numbers, grade level, and official title for the position.
5. Locating and interviewing prospective civilian reservists and making a recommendation for their employment.
6. Handling necessary correspondence with the reservist.
7. Processing reservists for employment.

**III LOGISTIC SUPPORT:**

No Logistic support will be required by the Office of Personnel.

**IV SPECIAL CONSIDERATIONS:**

1. Medical: BOD medical must have priority to meet scheduled training.

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2. Security: EOD processing must have priority to meet scheduled training.

3. Training: During a reservist's initial tour considerable more time will be required in administrative processing and testing than in subsequent tours, *the length of* and training during the initial tour should be planned with this in mind.

V IMPLEMENTATION AND ADMINISTRATION:

The Civilian Specialized Reserve will be implemented when approved by competent authority.

1. The administration of the program from a personnel standpoint will follow the responsibilities outlined in an appropriate Office of Personnel Memorandum.

2. Operating components in requesting establishment of a Specialist Reserve Unit will indicate to the Director of Personnel a need for such personnel based on factors *such* as, replacement of military reservists, increased work load resulting from increased operations, need for specialized critical skills requiring long leadtime for proficiency. The training program planned for the specialized reserve must also be described.

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